



OTHER SCHOOL PERSONNEL INSTRUCTIONS School Year 2008-2009

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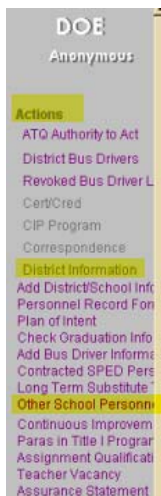
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Personnel information is part of the annual fall accreditation reporting process. The personnel included in Other School Personnel are staff not required to be certified. This menu will only be available to the following districts:

- **10-Public School Districts**
- **40-Cooperatives and Multi-Districts**
- **80-Special Populations**

Accessing School Personnel Staff

- Open the PRF and Click on:
 - Actions
 - District Information
 - Other School Personnel



- You will see the following screen:

Other School Personnel List

Code	Other School Personnel Position Description	Total Reported Number
01	Educational Paraprofessionals - Special Education	22.5
02	Educational Paraprofessionals - Regular Education	28
03	'Other' Educational Assistant	3
04	Tutor	12
105	'Other' Support Staff in Special Education	1
11	Audiovisual Technician	2.5
21	Administrative Assistant	1
22	Administrative Secretary	2.5
32	Athletic Director	1
33	Business Official	1
36	Technology Coordinator	1.4
37	Other District Administrator	1
41	School Secretary	12
61	Cook/Baker	10.5

(25) Record(s)

*Double-Click record above to edit

Add
Edit
Delete
Print
Ok

Note: Information from the previous year is pulled into the database for the current school year. You can do the following:

- Add new Positions Codes
- Edit previous Position Codes
- Delete Position Codes you no longer use.

- Adding a new Position**

- Click the Add Button
- You will see the following screen

Other School Personnel Detail

Other School Personnel Position Code

Choose

Total FTE

Cancel Save

- Click on the Other School Personnel Position Code drop down box.
- You will see a list of options similar to the list below.

The list you see will include only those positions which have not been previously selected in your Other Personnel List. For example, if Athletic Director was added the previous year and was pulled into the current year's list, then you would not see it when you click on the Add Button.

Choose

- 'Other' Support Staff
- 504 Coordinator
- Accountant/Bookkeeper
- Attendance Officer
- Attendant / Monitor
- Audiologist
- Brailist
- Bus Mechanic
- Community Education Specialist
- Data Processing/Mgmt
- Data Processing/Support
- Dietitian/Nutritionist
- Drug Free School Coordinator
- Home & School Coordinator
- Interpreter
- Non-Professional Staff in Special Education
- Orientation and Mobility Specialist
- Other Clerical Staff
- Other Occupational Technicians
- Plant Engineer
- Printer
- Program Director/Supervisor
- Program Director/Supervisor Assistant
- Psychiatrist
- Purchasing Agent
- Rehabilitation Counselor
- Special Education Department Manager
- Special Education Recreation and Therapeutic Recreation Specialist
- Special Education School Nurse
- Special Education Social Workers
- Special Education Specialized Food Service Worker
- Special Education Work Study Coordinator (Job Coach)
- SPED Bus Drivers (no CDL license)
- Transportation Supervisor
- Vehicle Operator
- Warehouse Administrator

A description of each position is listed on Page 7.

- Select the Position Code
- Add the Total FTE

NOTE: The Total FTE Counts for staff categories must be reported to the nearest hundredth.

- Count part-time staff in terms of full-time equivalency (example = 0.50)
- A Full-time employee having more than one assignment should be counted in terms of full-time equivalency for each assignment.
 - Example: Person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian = 0.75 for the bus mechanic position and 0.25 for the custodian position.

Other School Personnel Detail

Other School Personnel Position Code

Accountant/Bookkeeper

Total FTE

2.5

Cancel Save

- Click Save.

Submission deadline: October 15, 2007

- The information will be added to the Other School Personnel List. Note: If you click on a column heading it will put it in ascending/descending order.

Other School Personnel List

Code	Other School Personnel Position Description	Total Reported Number
01	Educational Paraprofessionals - Special Education	22.5
02	Educational Paraprofessionals - Regular Education	28
03	'Other' Educational Assistant	3
04	Tutor	12
11	Audiovisual Technician	2.5
21	Administrative Assistant	1
22	Administrative Secretary	2.5
31	Accountant/Bookkeeper	2.5
32	Athletic Director	1
33	Business Official	1
36	Technology Coordinator	1.4
37	Other District Administrator	1
41	School Secretary	12
61	Cook/Baker	10.5

(26) Record(s)

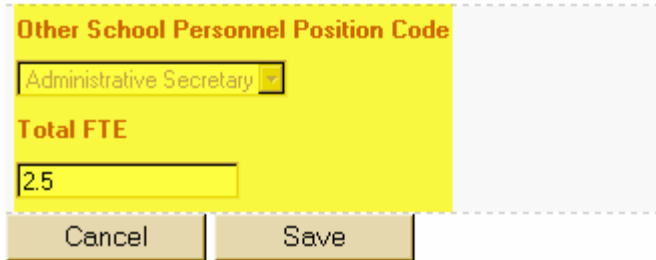
*Double-Click record above to edit

Add Edit Delete Print Ok

- **Editing an Existing Position**

- Highlight the Record which you need to Edit
- Click the Edit Button
- You will see the following screen

Other School Personnel Detail



Other School Personnel Position Code

Administrative Secretary

Total FTE

2.5

Cancel Save

- The system will not allow you to change the Position, but you can change the Total FTE.
- Click Save.
- Continue the above steps to update the position FTE for ALL positions reported last year.

Position Titles/Codes for Staff Not Required to be Certified

Guidance on who to Include/Exclude as Other Personnel

- Include only positions that are filled during the school year
- Exclude Contract Positions
- Exclude Vacant Positions
- Exclude Volunteers

An example is if someone is assigned bus mechanic during the school year and custodian in the summer they should be reported only for the bus mechanic position.

Position Titles/Codes for Staff Not Required to be Certified

- **Instructional Paraprofessionals**

Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, opening equipment and clerking.

- **01 - Educational Paraprofessionals - Special Education**

Paraprofessionals and assistants who are appropriately trained and supervised may be used to assist in the provision of special education and related services to children with disabilities under Part B of the Individuals with Disabilities Education Act. At a minimum, the following standards must be met:

- Paraprofessionals must have a high school diploma or GED;
- Paraprofessionals must work within defined roles and responsibilities as identified by the school district;
- Paraprofessionals must work under the supervision of, and be evaluated by, certified staff.
 - 02 - Educational Paraprofessionals - Regular Education
 - 03 - "Other" Educational Assistant
 - 04 – Tutor

- **Library/Media Support Staff**

Staff members who render other library or media services, such as preparing and caring for and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center).

- **11 - Audiovisual Technician**

- **District Administrative Support Staff**

Staff members who provide direct support to school district administrators, including secretarial and other clerical staff.

- **21 - Administrative Assistant**
- **22 - Administrative Secretary**
- **23 - Other Clerical Staff**
- **24 - Data Processing/Mgmt**
- **25 - Purchasing Agent**
- **26 - Warehouse Administrator**

- **District/School Administrators**

Staff members who provide administrative duties with the district such as fiscal, human resources, etc.

- **31 - Accountant/Bookkeeper**
- **32 - Athletic Director**
- **33 - Business Official**
- **34 - Program Director/ Supervisor**
- **35 - Program Director/ Supervisor Assistant**
- **36 - Technology Coordinator**
- **37 - "Other" District Administrator**

- **School Administrative Support Staff**

Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, including clerical staff and secretaries.

- **41 - School Secretary**

- **Food Service**

- **61 - Cook/Baker**

This employee is directly responsible for preparation of food items. Minimal amount of time spent on record keeping. Reports to manager or director.

- **62 - Dietitian/Nutritionist**

Licensed nutritionist or registered dietitian involved in menu planning and/or oversee program administration or operation.

- **63 - Food Service/Kitchen Manager**

This employee is responsible for one physical preparation or service site. Reports to a director/administrator in systems with more than one physical site. In large single-site operations, reports to other administration. Main portion of work is administration.

- **64 - Food Service/Program Director**

Single person at district/school responsible for supervision of food service related activities at more than one physical preparation and/or service site or at single-site operations has been given responsibility and authority for total operation of food service program. May or may not be considered part of "administrative team" at district level. Titles might include nutrition or program director, dietitian, etc

- **65 - Food Service Worker**

Time is spent on various food service responsibilities that may be combined including serving, assisting cooks, dishwashing, janitorial, and/or meal delivery. Minimal amount of time spent on record keeping. Reports to manager or director

- **66 - Food Service Support Staff - Secretarial/Technical/Computer**

Time spent on various food service related responsibilities such as ticket sellers, menu analysis (computerized or manual), processing applications for free and reduced price meals, food-service accounting, secretarial. Title might include office worker, administrative staff, secretary, accounting assistant, etc.

- **67 - Special Education Specialized Food Service Worker**

Personnel who provide specialized or supportive services required to assist in the meal service for children with disabilities. This could include such personnel as a dietitian planning students' meals.

- **Student Support Staff**

Professional and supervisory staff providing non-instructional services to students. Includes attendance officers, staff providing health, psychology, audiology, or social services; and supervisors of the preceding staff and of health, and transportation.

- **70 – 504 Coordinator**

Collaborative teacher that implements the 504 plans for regular education students to make sure those students receive their services. This includes home visits at times. The majority of her duties include home school coordination but it also includes the TAT (Teacher Assistance Program) which is the referral process, behavior plans, etc

- **71 - Attendance Officer**

- **72 - Attendant / Monitor**

- **73 - Audiologist**

Certified, licensed, or otherwise qualified professional who provides the following services:

- Identification of children with hearing loss;
- Determination of the range, nature, and degree of hearing loss, including referral of medical or other professional attention for the habilitation of hearing;
- Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conversation;
- Creation and administration of programs for prevention of hearing loss;
- Counseling and guidance of children, parents, and teachers regarding hearing loss; and
- Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification."

- **74 - Community Education Specialist**

- **75 - Home & School Coordinator**

- **76 - Interpreter**

- A certified, licensed, or otherwise qualified staff member who
 - provides translation between spoken and manual (sign language) communication,
 - translate spoken material into sign language for hearing impaired students; and
 - interprets sign language of hearing impaired students into oral language for hearing individuals or others not conversant in sign language.

- **77 - Licensed Psychologist**

If certification is through the Accreditation and Teacher Quality, encode a personnel record form and do not report the FTE in this menu. If the certification is through a different entity, then report the FTE in the "Other School Personnel" menu. Certified, licensed, or otherwise qualified professional who provides the following services:

- Administering psychological and educational tests, and other assessment procedures;
- Interpreting assessment results;
- Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;
- Consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; and
- Planning and managing a program of psychological counseling for children and parents...."
- This would also include pre-referral activities performed in evaluating children suspected of having disabilities.

○ **79 - Occupational Therapist**

Certified, licensed, or otherwise qualified professional who provides the following:

- Improving, developing or restoring functions impaired or lost through illness, injury, or deprivation;
- Improving ability to perform tasks for independent functioning if functions are impaired or lost; and
- Preventing, through early intervention, initial or further impairment or loss of function."

○ **80 - Physical Therapist**

Certified, licensed, or otherwise qualified professional who provides the following services:

- Screening, evaluation, and assessment of children "... to identify movement dysfunction;
- Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
- Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems."

○ **81 - Plant Engineer**

- **82 - School Nurse**
- **83 - Supervisor, Bldg. & Grounds**
- **84 - Transportation Supervisor**
- **85 - Special Education Social Workers**
Certified, licensed, or otherwise qualified professional who provided the following services:
 - Preparing a social or developmental history on a child with a disability, ,¹
 - Group and individual counseling with the child and family;
 - Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and
 - Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program;...."
 - These services are provided by the staff member and documented on the student's individual education plan (IEP) by goals and instructional objectives.
 - ¹This would also include pre-referral activities performed in evaluating children suspected of having disabilities.
- **86 - Special Education Recreation and Therapeutic Recreation Specialist**
Certified, licensed, or otherwise qualified professional who provides the following services;
 - Assessment of leisure function;
 - Therapeutic recreation services;
 - Recreation programs in schools and community agencies; and
 - Leisure education."
- **87 - Rehabilitation Counselor**
Certified, licensed, or otherwise qualified professional who provides services "...in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The term also includes vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended."
- **88 - Special Education Work Study Coordinator (Job Coaches)**

Submission deadline: October 15, 2007

Personnel that plan and conduct special education work-study programs, confers with school and community personnel to impart information about the program and to coordinate program functions with related activities. These personnel are typically non-certified through the Department of Education. They may have certification through the Department of Rehabilitation Services after completing the approved training.

- **89 – Drug Free School Coordinator**

- **All Other Support Staff**
Support staff not reported in other categories, such as, data processing, plant and equipment maintenance and security.
 - **92 - Bus Mechanic**
 - **93 – Custodian**
 - **94 - Data Processing / Support**
 - **95 - Grounds Keeper**
 - **96 – Printer**
 - **97 - Security Personnel**
 - **98 - Vehicle Operator**
 - **99 - "Other" Support Staff**

- **Other Professional and Non-Professional Staff in Special Education**

Professional staff whose activities are providing special education and related services for children with disabilities ages 3-21. Include the personnel who provide specialized health services such as nurses or psychiatrists. Non-professional personnel would include the personnel not already reported in this report who provide special education and related services for children with disabilities ages 3-21.

- **101 - Non-Professional Staff in Special Education**

Not fully certified refers to personnel employed who were employed on an emergency, provisional, or other basis and who do not hold standard State certification or licensure for the position to which they are assigned or do not meet other existing State requirements for the position held.

- **102 - Other Occupational Technicians**

Professional personnel who "performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree or its equivalent obtained through special study and/or experience, but not necessarily requiring skills in the field of special education. The professional provides special education and related services for children with disabilities, ages 3-21. These professionals should not be reported elsewhere in this collection. Ie: A professional that repairs, designs or programs adaptive equipment.

- **103 - Psychiatrist**

A psychiatric evaluator must be a psychiatrist licensed by the State Board of Medical and Osteopathic Examiners in South Dakota." These services are provided by the professional and documented on the student's individual education plan (IEP) by goals and instructional objectives

- **104 - Special Education School Nurse**

"School health services" provided by a qualified school nurse that is fully certified through the South Dakota Board of Nursing.

- **105 - "Other" Support Staff in Special Education**

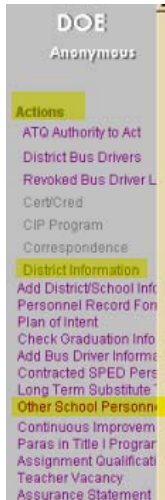
Non-professional personnel who provide special education and related services for children with disabilities, ages 3-21. The non-professionals should not be reported elsewhere in this collection. Do not include special education aides or paraprofessionals as they are reported in the Instructional Aides menu.

- **106 - Special Education Department Manager**
Professional personnel who supervise a special education department and provide no direct special education and related services to children with disabilities ages 3-21. The Special Education Department Manager is under the supervision of the Special Education Director. DO NOT use this position title/code for reporting a special education director position.
- **107 - Special Education Bus Drivers not required to have a CDL**
Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service. Personnel is not required to have a CDL due to the vehicle used for transportation purposes (i.e.: small passenger van or car), but must have a valid drivers license.
- **108 – Brailist**
Professional personnel who transfer written script to Braille script for use by students with visual impairments or blindness.
- **109 – Orientation and Mobility Specialists**

Running a Report

SUGGESTION: Print the "Report: FTE Summary of 'Other Staff'"

- Open the PRF and Click on:
 - Actions
 - District Information
 - Other School Personnel



- You will see the following screen:

Other School Personnel List

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(25) Record(s)

*Double-Click record above to edit

Add Edit Delete Print Ok

- Click on the Print Button

Preview

32002

01
02
03
04
05
06
07
08
09

100%

1 of 1+

FTE SUMMARY OF "OTHER STAFF"

School Year 2008-2009

01 Instructional Aides		Total Reported FTE
01	Educational Paraprofessionals - Special Education	22.50
02	Educational Paraprofessionals - Regular Education	28.00
03	Other Educational Assistant	3.00
04	Tutor	12.00
Instructional Aides Total Reported FTE:		65.50
02 Library/Media Support Staff		Total Reported FTE
11	Audiovisual Technician	2.50
Library/Media Support Staff Total Reported FTE:		2.50
03 District Administrative Support Staff		Total Reported FTE
21	Administrative Assistant	1.00
22	Administrative Secretary	2.50
District Administrative Support Staff Total Reported FTE:		3.50
04 District/School Administrators		Total Reported FTE

- To print the Report click on the Printer Icon